

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5156

TITLE: CODE SPECIALIST I

GRADE: S-19

DEFINITION:

Under close supervision, performs entry-level work in the issuance of permits and licenses, evaluation of permits, plans and specifications; conducting routine inspections and investigations, resolving simple complaints and inquiries concerning alleged violations of codes, ordinances, or State regulatory requirements; OR assists a higher level Code Specialist in gathering information to be used in interpreting, developing, or enforcing applicable codes, ordinances, and related internal policies and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Code Specialist I is distinguished from the Code Specialist II in that the Code Specialist I performs entry-level work while the Code Specialist II performs full performance level work issuing contractor licenses, conducting inspections, investigating and resolving complaints and inquiries concerning alleged violations of codes, ordinances, or State regulatory requirements OR serves as a technical assistant in the interpretation, development, or enforcement of applicable codes, ordinances, regulations and related internal policies and may supervise a small group of technicians and/or administrative staff.

ILLUSTRATIVE DUTIES:

Implements policies related to the issuance of permits, the conduct of inspections and the enforcement of applicable codes, ordinances, and County or State regulatory requirements;

Assists other staff by researching specific provisions of codes, ordinances, and related internal policies;

Assists in the development of technical training concerning applicable codes, ordinances, policies, and regulatory requirements;

Assists others in conducting inspections of projects installed by contractors, developers or individuals to verify compliance with applicable contracts, agreements, County and State codes and regulations;

Conducts investigations of violations and/or complaints of applicable County and State regulatory requirements;

Acts as liaison or mediator between individuals, businesses, groups, contractors, developers, or other stakeholders in resolving minor or less complex disputes;

Prepares appropriate notices of violations, summonses and subpoenas;

May serve on multiple agency and departmental management teams, committees, or task forces;

Prepares routine reports concerning issues related to permits, contractor licenses, plans and specifications, conduct of routine inspections, investigations and resolution of simple

complaints and inquiries concerning alleged violations of codes, ordinances, or State regulatory requirements;

Performs routine assignments in reviewing and analyzing less involved complaints to determine adherence to Departmental policy and appropriate codes, ordinances and regulations;

Assists more senior staff with preparations for and prosecutions of criminal and civil court cases;

Assists more senior Code Specialists in dealing with code violations, assisting with the preparation of appropriate notices of violations, summonses and subpoenas.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state and federal laws and regulations regarding solid waste management;

Knowledge of Virginia Uniform Statewide Building Code and other state codes and local ordinances which apply to building construction in Fairfax County;

Knowledge of environmental testing methods;

Knowledge of the process by which violations in the County are resolved and the legal procedures for prosecuting such violations;

Ability to establish and maintain effective relationships with others;

Ability to communicate effectively both orally and in writing and to speak effectively in front of a group;

Ability to handle interpersonal conflict situations with tact and diplomacy;

Ability to negotiate and solve problems.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's Degree in a field of study directly related to the industry being regulated such as engineering, architecture, urban planning, biological or environmental science, business, finance, political science, law enforcement, legal studies or a related field.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

REGRADED:	August 23, 2010
REVISED & RETITLED:	June 1, 2007
REVISED:	August 14, 1996
ESTABLISHED:	January 11, 1988